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**From:** Clemmer, Jill (DPH) <Jill.Clemmer@state.ma.us>  
**Sent:** Friday, April 01, 2011 11:16 AM  
**To:** Greer, Garry (DPH); 'Hennigan, Scott (DPH)'; Bird, Ciranna (DPH)  
**Cc:** Looney, Ann; 'Han, Linda (DPH)'; 'Corkren, Edward (DPH)'; Salemi, Charles (DPH)  
**Subject:** documentation of workplace environment issues

I just spoke with Ann Looney regarding the concerns that you've raised this week - the negative workplace environment on the 4<sup>th</sup> floor, due to an employee's receipt of ammunition parts here at the lab recently. It is important to know that management cannot take action without specific examples of a negative workplace being caused by this individual. Documentation is the key in presenting the facts that managers will need to know during this type of investigation. Please encourage all persons with these complaints to provide documentation of specific circumstances perpetrated by the employee that helped to create the negative workplace environment.

I will follow-up with Dr. Han to see where Management's investigation stands. At this point, I do not believe that any disciplinary action has occurred for the employee who received the ammunition parts.

Jill

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